



Carol M. Palmore
Secretary

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Paul E. Patton
Governor


November 29, 1999

PERSONNEL MEMO 99 - 13

MEMORANDUM

TO: Cabinet Secretaries
Agency Heads
Personnel Executives

FROM:


Carol M. Palmore, Secretary

SUBJECT: Christmas Receptions

We have been advised that Governor Patton's Christmas Reception will be held Wednesday, December 15, 1999 from 1:00 p.m. to 4:00 p.m. Lieutenant Governor Henry's Christmas Reception will be held on Thursday, December 9, 1999 from 1:00 p.m. to 4:00 p.m. Employees should be given up to two hours to attend the Governor's Christmas Reception and up to two hours to attend the Lieutenant Governor's Christmas Reception.

If you have any questions, please contact my office.

CMP:lw



AN EQUAL OPPORTUNITY EMPLOYER M/F/D